

Instructions for Completing the Arizona Highly Qualified Teacher Evaluation and HOUSSE Rubric

In order to comply with the requirements of the *No Child Left Behind Act of 2001* (NCLB), *all* teachers currently teaching a CORE academic subject area (see glossary) must meet the requirements for being “highly qualified” by the end of the 2005-2006 school year. Teachers demonstrate that they meet the “highly qualified” requirements by completing the Arizona Highly Qualified Teachers Evaluation and HOUSSE Rubric (when necessary) annually. The rubric is completed on as-needed basis until the teacher meets the highly qualified requirements for each subject he/she is teaching. NCLB requires annual public disclosure of each teacher’s status relative to “highly qualified” at the building, district, and state level.

To assist you in the completion of these forms you may need:

1. Copies of all your college transcripts. District offices are required to keep official transcripts on file for all teachers. Contact your district office if you need a copy of your transcripts.
2. Documentation of any professional development, service, awards, publications and/or presentations related to your instructional level and/or content area.

Arizona Highly Qualified Teachers Evaluation

1. Fill out the top of the form with your name, social security number, district, and school.
2. Check items 1 and 2, if you have completed these items. If you cannot check items 1 and 2, **please stop!!** You are not eligible to continue this form if you are a *public* school teacher. Charter school teachers must have a bachelor’s degree and are exempt from holding a valid teaching certificate (Special Education are an exception and must meet state certification requirements).
3. Check an option in item 3 relevant to the content area being taught. Since the testing option is acceptable across core areas and was first made available in Arizona in 1999, those teachers certified to teach in 1999 or later are highly qualified.

*If you are able to check items 1 and 2 **and** an option in item 3, sign and date the form and you have completed the annual submission.* Both your signature and that of the building administrator are required. Misrepresentation or falsification of information could result in referral to the Professional Practices Advisory Committee for revocation of your teaching credentials.

If you were not able to check an option in item 3 **and have one (1) year of teaching experience**, proceed to the *High, Objective, Uniform, State Standard of Evaluation (HOUSSE Rubric)*.

AZ HOUSSE Rubric

COLUMN 1: YEARS OF EXPERIENCE

Experience must be in the content area. Multiply the number of years experience by ten (10). A *maximum of 50 points is allowed.*

COLUMN 2: COLLEGE LEVEL COURSE WORK

Refer to your college transcript. Count the number of credit hours in the content area and multiply times four (4).

Please do not call the Arizona Department of Education (ADE) with specific course questions. Without a course description, the ADE cannot answer your questions. Use your own best judgment. Districts can make reasonable consistent decisions about whether coursework is appropriate for the core academic subject the teacher is teaching. Such decisions should be guided by whether the courses are related to the Arizona Academic Standards for the subject.

COLUMN 3: PROFESSIONAL DEVELOPMENT ACTIVITIES RELATED TO CONTENT

Multiply the number of documented activities times five (5). Activities must have been *completed within the past 10 years.*

COLUMN 4: SERVICE RELATED TO CONTENT

Multiply the number of related service activities relevant to the content area times five (5). *A maximum of 30 points is allowed.*

COLUMN 5: AWARDS, PRESENTATIONS, OR PUBLICATIONS

Multiply the number of awards, presentations, and publications related to the content area times five (5). *A maximum of 30 points is allowed.*

RETURN THE SIGNED ARIZONA HIGHLY QUALIFIED TEACHERS EVALUATION AND HOUSSE RUBRIC TO YOUR BUILDING ADMINISTRATOR.

KEEP A COPY FOR YOUR RECORDS.

Thank you

Glossary

AEPA: Arizona Educator Proficiency Assessment

Arts: Arizona has defined the “Arts” as music and visual arts.

Core Academic Subject Areas: English; Reading/Language Arts; Mathematics; Science (including, Biology, Chemistry, Earth Science, and Physics); Foreign Language; Civics and Government; Economics; Arts (Visual Arts and Music); History; Geography

Highly Qualified Teacher: A “highly qualified teacher” is one with full certification (unless exempted as a charter school teacher, however SPED teachers must be certified); a bachelor’s degree; and demonstrated competence in subject knowledge and teaching.

HOUSSE: *High, Objective, Uniform, State Standard of Evaluation*. Teachers with one (1) year of teaching experience who are not able to check off an option in Item 3 of the Highly Qualified Teacher Evaluation may demonstrate competence in the core academic subject by earning 100 points or more on the HOUSSE rubric and meet the highly qualified requirements.